



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Administrative Services Information and Computer Services Division EDP Review Committee 1604 Twin Towers, West	Application Number 74-291-A	
Application Number		Date Received AUG 8 1984 SEP 06 1984	Date Completed OCT 03 1984
2. Person to Contact Judy Roubieu		Working Title Secretary Telephone Number 656-7351	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-291 Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 7-1-67 Latest Present		5. Records Series Title (followed by title used in office, if different) EDP REVIEW COMMITTEE Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Electronic Data Processing (EDP) Review Committee is responsible for planning and coordinating the use of electronic data processing in Georgia state government. The Committee reviews and approves the proposals of all state agencies for acquiring data processing and computing services, or for centralizing or decentralizing those services. The Committee also resolves conflicts between departments relating to data processing matters. It reviews individual department's specific proposals as to use of the computer services when these are not satisfactorily resolved by that department and the DOAS. The Committee also approves the annual plans for acquiring and using data processing equipment, with the exception of plans for decentralization of financial/personnel accounting activities or systems having multi-agency access. The Committee submits annual recommendations to the Governor and proposes legislation relative to its responsibilities.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: reviewing and approving State agency requests for data processing and computing hardware and software. Included are: minutes of meetings of the EDP Review Committee and corresponding agenda listing agency proposals for consideration; "Items" summarizing individual agency requests; information packages containing agency request, annual comprehensive plans of programs, program updates, and related correspondence; results of surveys; and approval memoranda. <div style="text-align: right;">ARCHIVES GOVERNMENT SERVICES DIVISION AUG 9 1984</div> File is arranged: chronologically by month. <div style="text-align: right;">RECEIVED</div>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 2 boxes/year			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <i>Annual Report to Governor</i>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements are three years for program monitoring purposes.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>✓ J. D. Bely</i>	8-21-84	<i>✓ Pat Bennett</i>	9-5-84
<p style="text-align: center;">State Records Committee (Signature) Date</p>			
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p>		State Auditor/Designee	<i>Edward Weiler</i> 9/26/84
		Secretary of State/Designee	<i>Edward Weiler</i> 9/18/84
		Attorney General/Designee	<i>Edward Weiler</i> 9/2/84